

Oakland BPAC Bylaws

1. OFFICERS

- a. The BPAC will hold annual elections for a Chair, whose duty it is to set agenda with staff, lead meetings, and write correspondence on behalf of the group.
- b. The BPAC will also annually elect a Vice Chair, who will act as Chair in case of Chair's absence.
- c. Both officers are elected by simple majority of BPAC for concurrent one-year terms, March-February.
- d. Nominations are made by members and recorded by staff, beginning at the February meeting, closing one week before the March meeting; announcements are made as nominations are accepted, with a summary to be included with the meeting agenda.
- e. The Vice Chair is automatically nominated for the position of Chair, unless the nomination is declined.
- f. Elections for the position of chair are postponed in the event of a lack of an accepted nomination.
- g. Members must be present to vote; no requirement to be present in order to be elected.
- h. In the event that no candidate receives a majority, a second election will be held immediately between the top two vote getters.

2. MINUTES

- a. Recording responsibility rotated among all BPAC members (unless council-appointed status imposes any special minute taking procedures).
- b. Minutes should reflect participants' affiliation in regard to city council districts, community based organizations, city departments, or public agencies.
- c. Minutes should reflect all key discussion points, motions, seconds and anonymous vote totals.
- d. Approved minutes will be posted by staff to the City's website at: <http://www.oaklandpw.com/bicycling/bpac.htm>.
- e. The following minutes procedures, consistent with those adopted at the September 2005 BPAC meeting, will be observed:
 - i. Note taker types up the minutes from the meeting and submits them to the City staff representative for distribution by the Tuesday following the meeting; City staff forwards unedited minutes to meeting attendees same or next day.
 - ii. Comments on the minutes are sent to the note taker by the following Tuesday (one week review time). Disputes, if any, should be aired and resolved online within this one-week time frame.
 - iii. Note taker reflects consensus on comments, "polishes up" minutes, and emails draft minutes to the meeting attendees on the Thursday prior to the BPAC meeting.
 - iv. At the next meeting, the minutes are agreed upon or disputed. Disputed minutes are put to a vote (as debate should have occurred on-line before the meeting.) Three attendees of the previous meeting are required to vote on the minutes. All attendees of the previous meeting who are present may vote on minutes. Should the minutes be rejected by the attendees of the meeting, a discussion would be added to the meeting's agenda. Any person with a dispute to the submitted draft who cannot attend should brief a representative or the Chair as to their issue. Minutes will be held over only if fewer than three attendees of the meeting in question are present.

- v. Approved minutes are published to City website and distributed to the BPAC list.

3. INTERIM MEMBERSHIP (*membership for the eventual council-appointed BPAC is addressed in the draft charter, not yet adopted*)

- a. Any resident of Oakland who attends three meetings shall be considered a voting member on the third meeting they attend.
- b. A voting member shall not be allowed to vote if they have missed the two prior meetings.
- c. Staff representing city departments or public agencies serve a liaison role to the committee and are not formally committee members. Staff does not vote on any item (except to adopt meeting minutes). It is a goal of the BPAC to identify staff liaisons for all related city departments and public agencies. (i.e. PWA, CEDA, OPD, Parks and Rec., Human Services, OUSD)
- d. Members may self-identify as the liaison for a particular council district or community-based organization. It is a goal of the BPAC to identify a liaison for each of the eight council offices.
- e. Member terms shall be effective till expiration of Interim By-Laws and adoption of permanent Charter and By-Laws by BPAC.

4. MEETING TIME AND PLACE

- a. Regular meeting time is the third Thursday of each month, except May when the BPAC will meet on the fourth Thursday due to Bike to Work Day.
- b. Meetings will be kept to two hours in length, generally from 5:30 p.m. to 7:30 p.m.
- c. Meetings will take place in a City meeting room accessible to the public designated by staff and noted on the agenda and website (City Hall is preferable).
- d. Staff will provide notice to in conformance with the Brown Act and the City's Sunshine Act.

5. PROCEDURE

- a. BPAC meetings will follow accepted rules of parliamentary procedure; Robert's Rules of Order will be consulted in the event of a question or dispute on process.
- b. Except to adopt meeting minutes, staff does not vote on any item,.
- c. *INTERIM* Quorum of four voting members is necessary for all public votes. *PERMANENT* Quorum: majority of filled seats plus one.
- d. Official BPAC communications will be provided at following meeting and appended to minutes for the meeting where the motion was made.

6. AGENDA

- a. BPAC Chair and Staff will create the monthly agenda with input from BPAC. Ideas for agenda items must be submitted to staff one week prior to the meeting and may be included on the agenda depending on available time and information.
- b. Staff will distribute and post agenda at least 72 hours prior to meeting at <http://www.oaklandpw.com/bicycling/bpac.htm>
- c. Staff will develop a means for circulating related documents at least 72 hours prior to meeting.

7. SUBCOMMITTEES

- a. The BPAC may form subcommittees by motion.